

**TRAINING PROGRAM OF INSTRUCTION  
(TPI)**

**FOR**

**DINFOS-BPAS-B**

**BASIC PUBLIC AFFAIRS SPECIALIST -  
BROADCASTER  
COURSE**



Approved by:

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**BASIC PUBLIC AFFAIRS SPECIALIST - BROADCASTER COURSE**  
**TRAINING PROGRAM OF INSTRUCTION**

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# TRAINING PROGRAM OF INSTRUCTION

## PREFACE

**TITLE:** Basic Public Affairs Specialist - Broadcaster Course

**TRAINING PROGRAM FILE NUMBER (TPFN):** DINFOS BPAS-B

**COURSE LENGTH:** 54 training days.

**TRAINING LOCATION:** Defense Information School, Fort George G. Meade, Maryland

**SPECIALTY AWARDED:** Army – 46R (MOS)  
Air Force – 3N032 (AFSC)  
Navy – JO/3221 (NEC)  
Marine Corps – 4313 (MOS)

**PURPOSE:** To provide entry-level specialty training for broadcast journalists to support public affairs, journalism, and broadcast missions throughout the Armed Forces. This document provides for leaders and educational program evaluators an overview and synopsis of the described course of instruction.

**COURSE DESCRIPTION:** The *graduate* is prepared as a public affairs specialist to perform skills as a broadcast journalist (supervised). The successful student can interact with command, community and media, prepare and release information to report news and Command Information in accordance with applicable directives. This broadcast apprentice has learned and performed the function and formats for writing, and announcing protocols for radio and television production. The student has also learned, planned and practiced the art and delivery of a radio music show. For television, the student has planned, written, shot, narrated and edited news stories and information spots. Additionally the student has learned the intricacies and practiced the delivery of television news programs and studio production.

**PREREQUISITES:** Are mandated by each of the Armed Forces. Waiver requests must come through the requesting Service's career field manager to the Commandant, DINFOS. Voice audition instructions are available at <http://www.dinfos.osd.mil>

**US Navy:** E1- E6. Graduate of the Basic Journalist Course. No voice audition required. Minimum VE/AR score of 110.

**US Army:** E1 – E5. Minimum GT score of 110. Must be a high school graduate or have high school equivalency and be able to type 20 wpm. Must have successfully completed at least 2 years of high school English documented by official transcript. This course is mandatory for active component and non-prior service ARNG and USAR soldiers for award of MOS 46R. Voice audition is required in accordance with DINFOS policy and procedure.

**US Air Force:** E1 – E5. The DINFOS staff and faculty on the basis of a taped audition make determination of acceptable voice quality. Audition tapes must be provided to DINFOS and approval received by unit prior to making reservations in ATRRS. Minimum general AQE score of 69.

**US Marine Corps:** E1 – E5. Graduate of Basic Journalist Course. No voice audition required. Minimum GT score of 110.

**SECURITY CLEARANCE:** None

**CLASS SIZE:**

MAXIMUM: 24

MINIMUM: 8

ANNUAL COURSE CAPACITY: 264

<b>TYPE/METHOD OF INSTRUCTION:</b>	<b>HOURS:</b>
ADMINISTRATIVE (AD):	13
ADVANCED DISTRIBUTED LEARNING (ADL):	27*
LECTURE (L):	68
DEMONSTRATION (D):	22
PERFORMANCE EXERCISE (PE):	242
PERFORMANCE EXAMINATION/CRITIQUE (EP):	72
WRITTEN EXAMINATION/CRITIQUE (EW):	15
INDEPENDENT RESEARCH (IR):	<u>16*</u>
TOTAL COURSE HOURS:	432
* Mandatory Homework Estimate	43

**INSTRUCTOR CONTACT HOURS:** 2220

**TRAINING START DATE:** 4 October 2004.

**ENVIRONMENTAL IMPACT:** None. DoD policy was followed to assess the environmental impact.

**MANPOWER:** The Inter-service Training Review Organization (ITRO) formula was used to determine the number of instructors required.

**EQUIPMENT AND FACILITIES:** The Course Design Resource Estimate (CDRE) contains this information.

**SUMMARY OF CHANGES:** In coordination with each of the armed services, these training requirements were comprehensively reviewed and mandated by a Training Task Selection Board. Subject matter experts analyzed and developed this curriculum based on these mandated tasks and training guidance representing the occupational and training requirements identified from all of the participating services. This new curriculum reflects the following changes:

**Blended Learning** is implemented for Functional Area 1 – The Broadcast Role in Public Affairs training. The student receives an orientation and homework assignments to access distributed learning modules via the web. Weekly examinations are conducted in the classroom followed by instructor led critiques and discussion of student questions. This further serves as a ready reference and reinforcement training tool throughout the course and accessible by the apprentice practitioner in the fleet and field.

**Broadcast Writing** skills receive greater training emphasis.

**Electronic News Gathering (ENG)** also receives significantly more emphasis. Television studio production skills are decreased to a performance walk-through exercise for familiarization.

**Non-Linear Editing** is fully implemented for all student practical exercises and performance exams. The student is oriented to linear editing techniques only as an orienting building block to the principles of editing.

**Performance Oriented Training** is fully emphasized throughout this course. Student creation and production of broadcast products begins with rudimentary pieces and ends with fully useful radio and television spots and programs.

**TRAINING DEVELOPMENT PROPONENT:** Defense Information School, Directorate of Training, Course Development Department, 6500 Mapes Road, Fort George G. Meade, MD 20755, (301) 677-3258 or DSN 622-3258.

## **FUNCTIONAL AREA 1**

### **THE BROADCAST ROLE IN PUBLIC AFFAIRS**

**TPFN:** DINFOS BPAS-B 001-

**UNITS:**

001	Fundamentals of Public Affairs
002	Community Relations
003	Media Relations
004	PA Support of Worldwide Missions
005	Information Management
006	The Command Information Role

**TERMINAL TRAINING OUTCOME:** *The student is prepared to augment a public affairs operations section as an apprentice (supervised). The student can: interact with command, community, and media representatives; prepare and release information to report news and Command Information; and research, manage and review content with an informed ability to abide with constraints of communications law, ethics, DoD and other directives as appropriate.*

**OVERVIEW OF INSTRUCTION:** This is the first of six functional areas. The foundation and perspective for application of broadcast skills is tied to the public affairs missions within the Armed Forces. Each unit of instruction targets a significant area of knowledge to prepare the basic public affairs specialist to identify the relationships and responsibilities for working with all levels of the command, community and media. This instruction is provided via Advanced Distributed Learning (ADL) programs designed and developed to deliver specific training tasks. The student accomplishes these assigned ADL modules as homework assignments during the first three weeks of the course. Measurements are accomplished with three in-class written exams followed with a full critique and discussion of the key elements of information and teaching points. This knowledge and perspective is carefully interwoven and reinforced throughout the remainder of the course as a foundation for successful skill performance in latter functional areas.

**TOTAL HOURS: 31**

**INSTRUCTIONAL TYPE (HOURS):**

ADL	(27 self-paced average)
EW	(4 instructor-led)

**TPFN:** DINFOS BPAS-B 001-001-

**UNIT TITLE: Fundamentals of Public Affairs**

**TASKS:**

001	Describe military public affairs programs
002	Identify internal audiences and the type and use of internal information
003	Recognize the ethical conduct in military public affairs

**TRAINING OBJECTIVE:** This unit of instruction is given as an ADL homework assignment. It provides the student with the framework for understanding Department of Defense public affairs. They will view and consider the four reasons the DoD has public affairs programs. This instruction enables the student to define the functions of public or external information, and importance of focusing on internal information. As a representative of the Armed Forces who frequently interacts with media and community, the student is immersed in the ethical issues, principles, processes necessary to earn and preserve their trust and confidence. Student competency of these concepts will be measured in a written exam (TPFN: BPAS-B 001-007-002). The student must correctly answer 70 percent of the questions pertaining to this unit on the examinations. The student participates in a full critique and discussion that is instructor-led. These are affective, knowledge-based tasks that are essential to latter skill-building exercises. The values and attitudes sown here and nurtured throughout the course are necessary to building the successful student.

**INSTRUCTIONAL TYPE AND (HOURS):** ADL (5)

**PREREQUISITE TPFN:** None

**INSTRUCTOR/STUDENT RATIO: 1:24**

**SAFETY FACTORS:** Routine

**REFERENCES:**

Department of Defense Directive 5400.13, *Joint Public Affairs Operations*  
SECNAVINST 5720.44A, US Navy Public Affairs Instruction  
Army Field Manual 46-1, Public Affairs Operations  
Coast Guard Public Affairs Manual  
Air Force Policy Directives 35-1, *Public Affairs Management*  
Air Force Policy Directive 35-2, *Public Communications Programs*  
Air Force Policy Directive 35-3, *Internal Communication Programs*  
Air Force Instruction 35-101, Public Affairs Wartime Planning, Training, and Equipping  
DoD Directive 5500.7, *Standards of Conduct*  
DoD IGDG 5500.8, *Defense Ethics*



**TPFN:** DINFOS BPAS-B 001-002-

**UNIT TITLE: Community Relations**

**TASKS:**       001     Define the military community relations program  
                  002     Identify issues and relationships between PA specialists and the community

**TRAINING OBJECTIVE:** This ADL unit is also a homework assignment. The student receives an overview of why and how the military conducts community relations programs. Within this scope the student learns the role and responsibility of the public affairs specialist and especially the issues and relationships as a broadcaster. This is a crucially important perspective for the broadcaster applying radio and television skills to preserve the trust and confidence of the internal audience. Student competency of these concepts will be measured in a written exam (TPFN: BPAS-B 001-007-002). The student must correctly answer 70 percent of the questions pertaining to this unit on the examinations. The student participates in a full critique and discussion that is instructor-led.

**INSTRUCTIONAL TYPE AND (HOURS):**       ADL (3)

**PREREQUISITE TPFN:**                   None

**INSTRUCTOR/STUDENT RATIO: 1:24**

**SAFETY FACTORS: Normal**

**REFERENCES:**

DoD Directive 5410.18, *Community Relations*  
DoD Directive 5410.19, *Armed Forces Community Relations*  
AF Instruction 35-201, *Community Relations*  
Army Regulation 360-61, *Community Relations*  
SECNAVINST 5720.44A, US Navy Public Affairs Instruction

**TPFN:** DINFOS BPAS-B 001-003-

**UNIT TITLE: Media Relations**

**TASKS:**       001    Identify news media relationships, travel, accreditation, attribution, and pooling  
              002    Identify requirements for escorting the media

**TRAINING OBJECTIVE:** The student learns the functions and rules for planning, providing support and escorting media personnel. This instruction is also provided as an ADL homework assignment. Student competency of these concepts will be measured in a written exam (TPFN: BPAS-B 001-007-003). The student must correctly answer 70 percent of the questions pertaining to this unit on this examination. The student participates in a full critique and discussion that is instructor-led.

**INSTRUCTIONAL TYPE AND (HOURS):**       ADL (3)

**PREREQUISITE TPFN:**                   None

**INSTRUCTOR/STUDENT RATIO: 1:24**

**SAFETY FACTORS: Normal**

**REFERENCES:**

DoD Directive 5230.9, Clearance of DoD Information for Public Release  
DoD Principles of Information  
DoD Directive 5230.16, Nuclear Accident & Incident Public Affairs Guidance  
DoD Directive 5400.7, DoD Freedom of Information Act Program  
DoD Directive 5400.11, DoD Privacy Program  
DoD Directive 5410.14, Cooperation with U.S. News Media Representatives at the Scene of Military Accidents Occurring Outside Military Installations  
DoD Instruction 5435.2, Delegation of Authority to Approve Travel In and Use of Military Carriers for Public Affairs Purposes  
FM 46-1, Public Affairs Operations  
Joint Publication 3-61, Doctrine for Public Affairs in Joint Operations  
AFI 35-102, Chapter 6, Crisis Planning, Management, and Response  
AFI 35-206, Media Relations  
SECNAVINST 5720.44A, Article 0803, Public Affairs Assessment of and Initial Release on a Disaster, Public Affairs Policy and Regulations  
AR 360-5, Public Information  
Encountering the Media: Pocket Tips Booklet, McLoughlin, Barry J., Washington, DC, McLoughlin MultiMedia Publishing Ltd., 1996.  
“America’s Team: The Odd Couple, A Report on the Relationship Between the Media and the Military,” Frank Aukofer and William P. Lawrence, The Freedom Forum First Amendment Center, 1995.

**TPFN:** DINFOS BPAS-B 001-004-

**UNIT TITLE: PA Support of Worldwide Missions**

**TASKS:**

001	Describe PA programs to include joint operations
002	Identify factors affecting military PA operations overseas
003	Discuss importance of working with the local PA office

**TRAINING OBJECTIVE:** This unit of instruction is given as an ADL homework assignment. It provides the student with the framework for understanding public affairs operations in support of tactical and strategic operations. Emphasis is placed on joint service and overseas operations. The Joint Information Bureau and American Forces Radio and Television Service contingency operations are defined. Students identify facts affecting PA operations overseas including: host nation sensitivities, interaction with an embassy staff, handling PA situations with the host country, various types of community relations programs, tools used for internal information and why internal information is crucial. Finally, students discuss the importance of working with the local PA office. In order to develop a working relationship with the PA office, students examine the role of the public affairs officer in a commander's staff and describe the function of each section of a PA office. Student competency of these concepts will be measured in a written exam (TPFN: BPAS-B 001-007-003). The student must correctly answer 70 percent of the questions on this examination. The student participates in a full critique and discussion that is instructor-led. These are affective, knowledge-based tasks that enhance latter skill-building exercises and assignments.

**INSTRUCTIONAL TYPE AND (HOURS):** ADL (3)

**PREREQUISITE TPFN:** None

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

Department of Defense Directive 5400.13, *Joint Public Affairs Operations*  
SECNAVINST 5720.44A, US Navy Public Affairs Instruction  
Army Field Manual 46-1, Public Affairs Operations  
Air Force Policy Directives 35-1, *Public Affairs Management*  
Air Force Policy Directive 35-2, *Public Communications Programs*  
Air Force Policy Directive 35-3, *Internal Communication Programs*  
Air Force Instruction 35-101, Public Affairs Wartime Planning, Training, and Equipping  
DA Pamphlet 550 series, area handbooks  
US Information Agency Fact Sheet, 1996  
Armed Forces Staff College Pub 1, The Joint Staff Officers Guide, 1993

**TPFN:** DINFOS BPAS-B 001-005-

**UNIT TITLE: Information Management**

- TASKS:**
- 001 Identify DoD guidelines for releasing information
  - 002 Detail the military policy on release of information regarding accidents and incidents
  - 003 Identify and apply communications laws applicable to military PA operations (i.e., copyright, slander, privacy)

**TRAINING OBJECTIVE:** This ADL unit is also a homework assignment. The student receives an overview of why and how the military conducts community relations programs. Within this scope the student learns the role and responsibility of the public affairs specialist and especially the issues and relationships as a broadcaster. This is a crucially important perspective for the broadcaster applying radio and television skills to preserve the trust and confidence of the internal audience. Student competency of these concepts will be measured in a written exam (TPFN: BPAS-B 001-007-002). The student must correctly answer 70 percent of the questions pertaining to this unit on the examinations. The student participates in a full critique and discussion that is instructor-led.

**INSTRUCTIONAL TYPE AND (HOURS):** ADL (4)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

DoD Directive 5230.9, Clearance of DoD Information for Public Release  
DoD Principles of Information  
DoD Directive 5230.16, Nuclear Accident & Incident Public Affairs Guidance  
DoD Directive 5400.7, DoD Freedom of Information Act Program  
DoD Directive 5400.11, DoD Privacy Program  
DoD Directive 5410.14, Cooperation with U.S. News Media Representatives at the Scene of Military Accidents Occurring Outside Military Installations  
DoD Instruction 5435.2, Delegation of Authority to Approve Travel In and Use of Military Carriers for Public Affairs Purposes  
FM 46-1, Public Affairs Operations  
Joint Publication 3-61, Doctrine for Public Affairs in Joint Operations  
AFI 35-102, Chapter 6, Crisis Planning, Management, and Response  
AFI 35-206, Media Relations  
SECNAVINST 5720.44A, Article 0803, Public Affairs Assessment of and Initial Release on a Disaster, Public Affairs Policy and Regulations

**TPFN:** DINFOS BPAS-B 001-006-

**UNIT TITLE: The Command Information Role**

- TASKS:**
- 001 Identify uses of command information
  - 002 Discuss the requirements of DoD Directive 5120.20R
  - 003 Identify sources to conduct research (www, periodicals, books, technical reference center)
  - 004 Identify public affairs and broadcast uses of Web pages

**TRAINING OBJECTIVE:** This unit is also assigned for homework accessible via the ADL program. The five internal audiences are defined and discussed. The students will explore the advantages and disadvantages of various internal media, to include: electronic, print, oral, and displays. Effective communication through message targeting is explained. The students will review concepts such as the commander's access channel and how to use it. The mission, duties, responsibilities, and organization of AFRTS are described with an explanation of DoD Directive 5120.20R in relation to AFRTS. Finally, students will identify sources used to conduct research that will provide the basis for completing future class assignments. Student competency of these concepts will be measured in a written exam (TPFN: BPAS-B 001-007-004). The student must correctly answer 70 percent of the questions on this examination. The student participates in a full critique and discussion that is instructor-led.

**INSTRUCTIONAL TYPE AND (HOURS):** ADL (4)

**PREREQUISITE TPFN:** None

**INSTRUCTOR/STUDENT RATIO: 1:24**

**SAFETY FACTORS:** Routine

**REFERENCES:**

AR 360-5, Public Information  
Army Regulation 360-81, Command Information Program  
Army Regulation 360-5, *Public Information*  
SECNAVINST 5720.44A, US Navy Public Affairs Instruction  
Marine Corps Order 5720.61 Marine Corps Public Affairs Manual, Volume II  
DoD Directive 5120.20R, Management and Operation of Armed Forces Radio and Television Service (AFRTS)  
DINFOS Public Affairs Handbook, Chapter 14, current edition  
The Practice of Public Relations, Fraser P. Seital, 2<sup>nd</sup> Edition

**TPFN:** DINFOS BPAS-B 001-007-

**UNIT TITLE: Student Orientation and Progress Measurements**

**TASK:**

001	Receive DL assignments and orientation (day 2)
002	Units 1 and 2 examination and critique (day 6)
003	Units 3 and 4 examination and critique (day 11)
004	Units 5 and 6 examination and critique (day 16)

**TRAINING OBJECTIVE:** The student receives an orientation to access and use the distance learning (DL) modules at <http://www/dinfos.osd.mil>. In groups of two instructional units in each assignment, the student has approximately one week to complete the online homework. In each exam, the student must correctly answer 70 percent of all questions correctly. Each examination is followed by a critique and discussion of student questions.

**TPFN HOURS AND TYPE:** 1 (L), 3 (EW)

**TPFN TOTAL HOURS:** 4

**PREREQUISITE TPFN:** All previous TPFNs

**TASK:** 001- Complete Public Affairs Examinations and Critique.

**REFERENCES:**

See supporting TPFNs DINFOS BPAS-B 001-001- through 001-006-

**INSTRUCTOR/STUDENT RATIO: 1:12**

**SAFETY FACTORS:** Routine

## **FUNCTIONAL AREA 2**

### **BROADCAST WRITING SKILLS**

**TPFN:** DINFOS BPAS-B 002-

<b>UNITS:</b>	001	Introduction to “BWAS”
	002	Fundamentals of Broadcast Writing
	003	Mechanics of Broadcast Writing
	004	Application of Broadcast Writing
	005	Writing Special Products

**TERMINAL TRAINING OBJECTIVE:** *The student has performed and is prepared to write broadcast news, sports and spot information pieces. The student has learned function and format of writing for radio and television broadcast production. This training prepares the student to perform as a broadcast specialist in support of the military public affairs missions worldwide as an apprentice (supervised).*

**OVERVIEW OF INSTRUCTION:** Broadcast writing requires a specialized style to accommodate the communications flow of spoken language to the listener. The student takes an English diagnostic test to provide the student and instructor an appraisal of the student’s strengths and weaknesses. The importance and effectiveness of the broadcast writing style and newsworthiness is emphasized. Appropriate uses of grammar, verbs, and punctuation are discussed in detail and blended into the format mechanics of writing teases and leads. From the mechanics, the student is led into writing and rewriting a variety of stories for local radio news. With this experience, the student transitions into writing broadcast specialty products (spots, wrappers, and features) for radio and television audiences.

**TOTAL HOURS:** 49

**TPFN:** DINFOS BPAS-B 002-001

**UNIT TITLE:** Introduction to “BWAS” (Broadcast Writing and Announcing Skills)

**TASKS:**        001     Complete English Diagnostic Test and assessment  
                     002     Discuss impact of effective writing skills

**TRAINING OBJECTIVE:** This unit is introductory and motivational. The criticality of forming effective broadcast communication is based in building effective writing and announcing skills. The student takes the English Diagnostic Test to provide an inventory and assessment of his/her language skills. With this knowledge of each student’s strengths and weaknesses, the student and instructor can focus individual effort. There is not a pass/fail standard for this unit.

**INSTRUCTIONAL TYPE AND (HOURS):** L (3)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 2:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

Broadcast Writing Style Guide, DINFOS  
Broadcast News (2<sup>nd</sup> Edition), M. Stephens  
Broadcast Newswriting as Process, J. Weaver  
Grammar for Journalists (3<sup>rd</sup> Edition), E. Callihan  
When Words Collide (2<sup>nd</sup> Edition), L. Kessler & D. McDonald  
Writing Broadcast News (2<sup>nd</sup> Edition), M. Block  
A Pocket Guide to Correct Grammar (2<sup>nd</sup> Edition), Hopper, Gale & Foote  
On Writing Well (5<sup>th</sup> Edition), William Zinsser  
Television News, Fang  
Television and Radio Writing, Field  
Broadcast Copywriting, Orlik



**TPFN:** DINFOS BPAS-B 002-002

**UNIT TITLE: Fundamentals of Broadcast Writing**

**TASKS:**       001     Discuss the broadcast style of writing  
                  002     Determine how news service material can be used locally

**TRAINING OBJECTIVE:** The student participates in a fast-paced basic grammar review of the eight arts of speech. These principles are then applied to broadcast writing. Assessment of the audience and media are key factors in determining the selection of news service material. These principles are blended and discussed, as the students are lead through a series of pre-recorded commercial and AFRTS (American Forces Radio and Television Service) “spots”. This instruction is provided a benchmark to be frequently reinforced in the course, and these principles are measured in the end-of-unit examination (DINFOS BPAS-B 002-005-012).

**INSTRUCTIONAL TYPE AND (HOURS):** L (3)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 2:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

DINFOS Broadcast Writing Style Guide  
Broadcast News 2<sup>nd</sup> Edition, M. Stephens  
Broadcast Newswriting as Process, J. Weaver  
Grammar for Journalists 3<sup>rd</sup> Edition, E. Callihan  
When Words Collide 2<sup>nd</sup> Edition, L. Kessler & D. McDonald  
Writing Broadcast News 2<sup>nd</sup> Edition, M. Block  
A Pocket Guide to Correct Grammar 2<sup>nd</sup> Edition, Hopper, Gale & Foote  
On Writing Well 5<sup>th</sup> Edition, William Zinsser  
Television News, Fang  
Television and Radio Writing, Field

**TPFN:** DINFOS BPAS-B 002-003-

**UNIT TITLE : Mechanics of Broadcast Writing**

<b>TASKS:</b>	001	Discuss the broadcast style of writing (grammar I)
	002	Discuss the broadcast style of writing (grammar II)
	003	Discuss the broadcast style of writing (gram III-Verbs)
	004	Discuss the broadcast style of writing (gram IV-SVA/Punctuation)
	005	Discuss the broadcast style of writing (teases/leads)
	006	Discuss the broadcast style of writing (format/style)
	007	Unit examination and critique

**TRAINING OBJECTIVE:** The student re-explores the basics of grammar in the context of using style and format for broadcast delivery. Via lecture spiced with various examples, and “mini” practical exercises, the rapid pace challenges the student, and begins the process of orienting to the necessities of accuracies and deadlines in broadcasting. The student receives frequent instructor critiques, and peer interaction and feedback is encouraged. Formal measurement of student competency is required and reinforced with the end-of-unit exam. The successful student must correctly answer at least 70 percent of all questions.

**INSTRUCTIONAL TYPE AND (HOURS):** L (13), EW (2)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

DINFOS Broadcast Writing Style Guide  
Human-to-Human Communication, Feb 1999, Hildebrandt  
[http://www.xensei.com/gbsigchi/mtgrpts/rpt\\_feb99.html](http://www.xensei.com/gbsigchi/mtgrpts/rpt_feb99.html)>  
Communicating With Strangers, 1997, Gudykunst & Kim  
Broadcast News 2<sup>nd</sup> Edition, M. Stephens  
Broadcast Newswriting as Process, J. Weaver  
Grammar for Journalists 3<sup>rd</sup> Edition, E. Callihan  
When Words Collide 2<sup>nd</sup> Edition, L. Kessler & D. McDonald  
Writing Broadcast News 2<sup>nd</sup> Edition, M. Block  
A Pocket Guide to Correct Grammar 2<sup>nd</sup> Edition, Hopper, Gale & Foote  
On Writing Well 5<sup>th</sup> Edition, William Zinsser  
English Grammar for Students of Latin 2<sup>nd</sup> Edition, Goldman & Symanski

**TPFN:** DINFOS BPAS-B 002-004-

**UNIT TITLE: Application of Broadcast Writing**

**TASKS:**

001	Write a local radio news story (sentences)
002	Write a local radio news story (stories)
003	Write a local radio news story (storytelling)
004	Write a local radio news story (elements)
005	Write a local radio news story (sports)

**TRAINING OBJECTIVE:** The student is guided through broadcast-radio writing styles and formats. Repeated practice exercises are supported with frequent discussion and critiques of instructional and student exemplars. Final student products are graded and critiqued based on a performance checklist. The student must achieve at least 80 percent of the checklist requirements.

**INSTRUCTIONAL TYPE AND (HOURS):** L (5), PE (5)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 2:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

USDA Graduate Course: Managing Other People's Writing  
Writing That Works, 1992, Roman and Raphaelson  
Broadcast Voice Handbook, 2000, Utterback  
Writing Broadcast News, 1997, Block  
Broadcast News Writing and Reporting, 1996, Mayeux  
Broadcast Newswriting As Process, Weaver  
Grammar for Journalists, Callihan  
When Words Collide, Kessler & McDonald  
Broadcast News, 1993, Stephens (pp 131-156)  
DINFOS Broadcast Writing Style Guide

**TPFN:** DINFOS BPAS-B 002-005-

**UNIT TITLE : Writing Special Products**

<b>TASKS:</b>	001	Write a radio news phoner and follow-up news story
	002	Write a radio news phoner and follow-up (feats)
	003	Write radio spots (principles)
	004	Write radio spots (info)
	005	Write radio spots (selling)
	006	Write selling and information spots (readers)
	007	Write selling an information spots (non-voice elements)
	008	Identify television spots formats
	009	Write selling and information spots (review)
	010	Write selling and information spots (AFRTS)
	011	Write a local news story (wrapper)
	012	Unit examination and critique

**TRAINING OBJECTIVE:** The student proceeds, imbued with broadcast-radio writing fundamentals and principles, to tackle “phoners”, spots and “wrappers” unique for use in radio, and identify differences to be used later in television production. Repeated practice exercises are supported with frequent discussion and critiques of instructional and student exemplars. Final student products are graded and critiqued based on a performance checklist. The student must achieve at least 80 percent of the checklist requirements. Student competency within this unit is measured and reinforced with a knowledge exam and critique requiring to student to correctly answer at least 70 percent of all questions.

**INSTRUCTIONAL TYPE AND (HOURS):** L (7), PE (10), EW (1)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 2:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

Foundations in Broadcasting, Willis  
Modern News Reporting, Charnley  
Radio and Television News, Brown and Jones  
Radio and Television News Editing and Writing, Wimer and Brix  
Television and Radio Writing, Fields  
Broadcast News Writing and Reporting, 1996, Mayeux  
Broadcast News, 1993, Stephens (pp 131-156)  
DINFOS Broadcast Writing Style Guide

### **FUNCTIONAL AREA 3**

#### **BASIC ANNOUNCING SKILLS**

**TPFN:** DINFOS BPAS-B 003-

**UNITS:**

001	Fundamentals of Broadcast Announcing
002	Mechanics of Broadcast Announcing
003	Application of Broadcast Announcing
004	Announcing Special Products

**TERMINAL TRAINING OBJECTIVE:** *The student has performed and is prepared to announce broadcast news, sports, and spot information pieces. The student has learned voice dynamics and developed broadcast voice delivery skills for radio and television production. This training prepares the student to perform as a broadcast specialist in support of the military public affairs missions worldwide as an apprentice (supervised).*

**OVERVIEW OF INSTRUCTION:** Students identify and practice the principles of broadcast announcing to build the foundation for successful completion of this course. Students learn techniques that enable them to sound knowledgeable and confident while vocally communicating written material. Next, the optimum requirements for achieving broadcast announcing skills are identified. Students learn how vocal sounds are produced and used for speech, and how to maximize the sound of their voice and the clarity of their diction for broadcasting. The instructor will describe aspects of newscasting including how to: compile a local radio newscast, determine the significance of news issues, arrange stories in descending order of importance, and prepare a two-minute newscast script. Finally, students complete an overnight assignment, which will help them prepare to deliver local spots, sports, and news products.

**TOTAL HOURS:** 75

**TPFN:** DINFOS BPAS-B 003-001-

**UNIT TITLE: Fundamentals of Broadcast Announcing**

**TASKS:**

001	Discuss impact of effective announcing skills
002	Identify principles of broadcast announcing (audition)
003	Identify principles of broadcast announcing (news 1)
004	Unit examination and critique

**TRAINING OBJECTIVE:** The student considers the qualities of voice necessary to develop clear and effective broadcast announcing skills. The student attempts, critiques, and continues to improve as refinements are introduced and practiced within the strengths and weaknesses of each student's voice and diction characteristics. Knowledge of these principles is further reinforced with an exam and critique requiring the student to correctly answer at least 70 percent of all questions.

**INSTRUCTIONAL TYPE AND (HOURS):** L (5), EW (1)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

Broadcast Voice Handbook, 2<sup>nd</sup> Edition, Utteback  
Fundamentals of Voice and Articulation, 12<sup>th</sup> Edition, Mayer  
DINFOS Basic Announcing Skills Guide  
Writing Broadcast News, 2<sup>nd</sup> Edition, Block  
A Pocket Guide to Correct Grammar, 2<sup>nd</sup> Edition, Hooper, Gale & Foote  
DINFOS Basic Announcing Skills Note Taker

**TPFN:** DINFOS BPAS-B 003-002-

**UNIT TITLE: Mechanics of Broadcast Announcing**

<b>TASKS:</b>	001	Identify requirements for achieving BA skills
	002	Describe how to prepare copy
	003	Describe aspects of newsgathering and news casting
	004	Identify requirement for achieving optimum broadcast announcing skills (“voice dynamics”)
	005	Identify spot, sports, and news delivery techniques (news)
	006	Identify spot, sports, and news delivery techniques (sports)
	007	Identify spot, sports, and news delivery techniques (spots)

**TRAINING OBJECTIVE:** In this unit, the student learns a variety of vocal delivery techniques for communicating news, spots, and sports information, and how these different techniques are used to enhance the communication process. Next, the student demonstrates and is evaluated on ability to vocally communicate local spot, sports, and news material. The student performs four (two-minute) newscasts, three brief news & spot broadcasts, and three expanded (four-minute) newscasts with sports.

**INSTRUCTIONAL TYPE AND (HOURS):** L (22)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

Fundamentals of Voice and Articulation, 12<sup>th</sup> Edition, Mayer

Broadcast Voice Handbook, 2<sup>nd</sup> Edition, Utterback

DINFOS Broadcast Announcing Skills Guide

Breathing websites

<http://falcon.cc.ukans.edu/~allenq/pronunciation/pronunc.html>

<http://ispl.korea.ac.kr/~wikim/reasearch/speech.html>

[www.mgh.org/education/health/better.html](http://www.mgh.org/education/health/better.html)

[www.dsiny.org/ex.htm](http://www.dsiny.org/ex.htm)

[www.imbnconline.net/breath-1.htm](http://www.imbnconline.net/breath-1.htm)

[www.sk.lung.ca/education/student/anatomy/diaphragm.html](http://www.sk.lung.ca/education/student/anatomy/diaphragm.html)

Covering the Sports Scene, Green

**TPFN:** DINFOS BPAS-B 003-003-

**UNIT TITLE: Application of Broadcast Announcing**

**TASKS:**

001	Prepare and deliver spots, sports, and news (PE 1)
002	Prepare and deliver spots, sports, and news (PE 2)
003	Prepare and deliver spots, sports, and news (PE 3)
004	Prepare and deliver spots, sports, and news (PE 4)

**TRAINING OBJECTIVE:** As stated in the previous unit, the student continues to prepare, practice and perform a variety of broadcast products. Each student exercise receives and evaluation and critique. Expectations of student competency increase and the final products in this requires that the student correctly achieves at least 80 percent of performance criteria.

**INSTRUCTIONAL TYPE AND (HOURS):** PE (16)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:6

**SAFETY FACTORS:** Routine

**REFERENCES:**

Fundamentals of Voice and Articulation, 12<sup>th</sup> Edition, Mayer  
Broadcast Voice Handbook, 2<sup>nd</sup> Edition, Utterback  
DINFOS Broadcast Announcing Skills Guide



**TPFN:** DINFOS BPAS-B 003-004-

**UNIT TITLE: Announcing Special Products**

<b>TASKS:</b>	001	Prepare and deliver spots, sports, and news (PE 5)
	002	Prepare and deliver spots, sports, and news (PE 6)
	003	Prepare and deliver spots, sports, and news (PE 7)
	004	Prepare and deliver spots, sports, and news (PE 8)
	005	Prepare and deliver spots, sports, and news (PE 9)
	006	Prepare and deliver spots, sports, and news (PE 10)
	007	Prepare and deliver spots, sports, and news (PE 11)
	008	Prepare and deliver spots, sports, and news (PE 12)

**TRAINING OBJECTIVE:** As stated in the previous unit, the student continues to prepare, practice and perform a variety of broadcast products. Each student exercise receives an evaluation and critique. Expectations of student competency increases, and the final products in this unit require the student to correctly achieve at least 80 percent of performance criteria.

**INSTRUCTIONAL TYPE AND (HOURS):** PE (31)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

Fundamentals of Voice and Articulation, 12<sup>th</sup> Edition, Mayer  
Broadcast Voice Handbook, 2<sup>nd</sup> Edition, Utterback  
DINFOS Broadcast Announcing Skills Guide

## **FUNCTIONAL AREA 4**

### **RADIO BROADCAST SKILLS**

**TPFN:** DINFOS BPAS-B 004-

<b>UNITS:</b>	001	Basic Principles of Radio Production
	002	Radio Journalism
	003	Operation of the Radio Control Room
	004	Radio Production Skills
	005	Application of News/Sports Production Skills
	006	Application of News/Sports Production Skills (Simulation PE)
	007	Application of News/Sports Production Skills (PEs 1-2 graded)
	008	Application of News/Sports Production Skills PEs 3-4 graded)
	009	Radio Spot Production
	010	Music Show Production and Programming
	011	Produce Music Show (Demos)
	012	Produce Music Show (Preparation)
	013	Produce Music Show (“Sim” PE 1)
	014	Produce Music Show (“Sim” PE 2)
	015	Produce Music Show (Graded Exercise 1)
	016	Produce Music Show (Graded Exercise 2)
	017	Produce Music Show (Graded Exercise 3)
	018	Produce Music Show (Graded Exercise 4)
	019	Broadcast Contingency Operations

**TERMINAL TRAINING OBJECTIVE:** *The student has practiced and is prepared to perform as a radio broadcaster. The student has continued to refine broadcast news, sports and spot information writing and voice delivery skills. This has been accomplished in a radio suite environment using state-of-the-art radio broadcast equipment. Additionally, the student has learned, planned and practiced the art and delivery of a radio broadcast music show (supervised).*

**OVERVIEW OF INSTRUCTION:** Students begin this unit identifying the principles of broadcast announcing which will provide them the foundation for successful completion of this course. Students learn techniques that enable them to sound knowledgeable and confident while vocally communicating written material. Next, the optimum requirements for achieving broadcast announcing skills are identified. Students learn how vocal sounds are produced and used for speech, and how to maximize the sound of their voice and the clarity of their diction for broadcasting. The instructor will describe aspects of newscasting including how to: compile a local radio newscast, determine the significance of news issues, arrange stories in descending order of importance, and prepare a two-minute newscast script. Finally, students complete an overnight assignment, which will help them prepare to deliver local spots, sports, and news products.

**TOTAL HOURS:** 146

**TPFN:** DINFOS BPAS-B 004-001-

**UNIT TITLE: Basic Principles of Radio Production**

**TASKS:**       001     Identify principles of radio skills (enabling)  
                  002     Describe elements of radio and audio production

**TRAINING OBJECTIVE:** The basic skills of radio production are introduced to the student. This foundation sets the stage for the next four weeks of training.

**INSTRUCTIONAL TYPE AND (HOURS):** L (3)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

Radio Student Guide, Section 1, Chapter 1

**TPFN:** DINFOS BPAS-B 004-002-

**UNIT TITLE: Radio Journalism**

**TASKS:**

001	Prepare, conduct and edit a radio interview (workshop)
002	Write and produce a wrapper (intro)
003	Produce a local radio newscast/sportscast (formats)

**TRAINING OBJECTIVE:** The student begins immersion into the radio skills functional area with rudimentary production requirements. The student focuses on production planning, writing formats, and the functions of editing. No student performance measurement is conducted. However, students do receive feedback to reinforce this foundation and student knowledge and performance is measured in follow on units.

**INSTRUCTIONAL TYPE AND (HOURS):** L (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

Radio Student Guide, Section 1, Chapter 2  
Radio Student Guide, Section 3, Chapter 1  
DoD Directive 5120.R  
DINFOS Radio Broadcasting Skills Student Guide  
DINFOS Broadcast Writing Style Guide

**TPFN:** DINFOS BPAS-B 004-003-

**UNIT TITLE: Operation of the Radio Control Room**

**TASKS:**

001	Operate a radio console and read news copy (intro)
002	Develop a radio news lead-in
003	Operate a radio console and read news copy (demos)

**TRAINING OBJECTIVE:** The student learns the functions and operates a control console in a broadcast radio suite. Individual feedback is provided for the news lead-in that the student prepares and reads with the instructor also seated at the console. No grade is awarded for this unit.

**INSTRUCTIONAL TYPE AND (HOURS):** L (1), D (2), PE (5)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

Radio Student Guide, Section 1, Chapter 5  
Radio Student Guide, Section 2, Chapter 8  
Radio Student Guide, Section 4, Chapter 1-2  
DINFOS Broadcast Writing Style Guide  
DINFOS Radio Skills Student Guide

**TPFN:** DINFOS BPAS-B 004-004-

**UNIT TITLE: Radio Production Skills**

**TASKS:**       001     Prepare, conduct and edit a radio interview (exercise)  
                  002     Produce a local radio newscast/sportscast (demos/PE1)

**TRAINING OBJECTIVE:** Student completes preparation of the radio interview exercise, conducts and edits the product (un-graded/individual critique provided). In addition, the student is led through the first newscast/sportscast demonstration and task-step exercise.

**INSTRUCTIONAL TYPE AND (HOURS):** L (1), D (2), PE (5)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

**TPFN:** DINFOS BPAS-B 004-005-

**UNIT TITLE:** Application of News/Sports Production Skills (PE2)

**TASKS:**

001	Write and produce a wrapper
002	Operate a radio console and read news copy
003	Produce a local radio newscast/sportscast
004	News/sports broadcast examination/critique

**TRAINING OBJECTIVE:** The student is given increased independence to perform these tasks. The primary assignment is not graded, but is fully critiqued as a confidence building exercise. The follow on knowledge exam is graded, and the student must correctly answer 70 percent of all questions.

**INSTRUCTIONAL TYPE AND (HOURS):** L (6), EW (2)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

**TPFN:** DINFOS BPAS-B 004-006-

**UNIT TITLE:** Application of News/Sports Production Skills (Simulation PE)

**TASKS:**

001	Write and produce a wrapper
002	Operate a radio console and read news copy
003	Produce a local radio newscast/sportscast

**TRAINING OBJECTIVE:** The student is placed in a scenario to replicate actual production constraints and deadlines. Student performance is critiqued in accordance with the performance criteria for future graded exercises. No grade is awarded in this simulation PE.

**INSTRUCTIONAL TYPE AND (HOURS):** L (1), PE (7)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

Broadcast Writing Style Guide, DINFOS  
Radio Skills Student Guide, DINFOS



**TPFN:** DINFOS BPAS-B 004-007-

**UNIT TITLE:** Application of News/Sports Production Skills (PEs 1-2 graded)

**TASKS:**

001	Write and produce a wrapper
002	Operate a radio console and read news copy
003	Produce a local radio newscast/sportscast

**TRAINING OBJECTIVE:** The student is given an assignment six days in advance to develop a news and sports radio production. During this time, the student must develop a radio news lead-in, produce a local radio newscast (this includes a local news fact sheet story, and a pre-written 60-second news story), produce a radio sportscast, and write and produce a wrapper. The student must achieve at least 70 percent proficiency using a standard performance checklist based on the references below. Each performance is individually critiqued with the student.

**INSTRUCTIONAL TYPE AND (HOURS):** PE (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

Broadcast Writing Style Guide, DINFOS  
Radio Skills Student Guide, DINFOS

**TPFN:** DINFOS BPAS-B 004-008-

**UNIT TITLE:** Application of News/Sports Production Skills (PEs 3-4 graded)

**TASKS:**

001	Write and produce a wrapper
002	Operate a radio console and read news copy
003	Produce a local radio newscast/sportscast

**TRAINING OBJECTIVE:** The student is given an assignment six days in advance to develop a news and sports radio production. During this time, the student must develop a radio news lead-in, produce a local radio newscast (this includes a local news fact sheet story, and a pre-written 60-second news story), produce a radio sportscast, and write and produce a wrapper. The student must achieve at least 70 percent proficiency using a standard performance checklist based on the references below. Each performance is individually critiqued with the student.

**INSTRUCTIONAL TYPE AND (HOURS):** PE (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1: 4

**SAFETY FACTORS:** Routine

**REFERENCES:**

Broadcast Writing Style Guide, DINFOS  
Radio Skills Student Guide, DINFOS

**TPFN:** DINFOS BPAS-B 004-009-

**UNIT TITLE: Radio Spot Production**

**TASKS:**

001	Describe methodology of radio spot writing and announcing
002	Identify audio production methods
003	Demonstrate audio production methods

**TRAINING OBJECTIVE:** The student learns the functions and methods of producing a radio spot. An instructor demonstrates explains various procedures and techniques that the student will be practicing and performing audio production of spots. This instruction is foundation building, and student measurement is achieved in follow-on performances and reinforced in the unit exam (DINFOS BPAS-B 004-015).

**INSTRUCTIONAL TYPE AND (HOURS):** L (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

DINFOS Broadcast Writing Style Guide  
Radio Student Guide, Section 1, Chapter 6  
Radio Student Guide, Section 2, Chapter 5  
Radio Student Guide, Section 3, Chapter 4

**TPFN:** DINFOS BPAS-B 004-010-

**UNIT TITLE: Music Show Production and Programming**

- TASKS:**
- 001 Identify AFRTS audiences and the broadcast sensitivities existing overseas
  - 002 Describe ad-libbing techniques (extemporaneous)
  - 003 Identify and discuss methods of AFRTS materials acquisition and distribution
  - 004 Identify uses of music scheduling software
  - 005 Identify radio dayparting, music formats and programming elements
  - 006 Identify principles of programming (demo)

**TRAINING OBJECTIVE:** The student learns the functions and methods of producing a radio music show. An instructor demonstrates explains various procedures and techniques that the student will be practicing and performing. This instruction is foundation building, and student measurement is achieved in follow-on performances and reinforced in the unit exam (DINFOS BPAS-B 004-012-006).

**INSTRUCTIONAL TYPE AND (HOURS):** L (4), D (4)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

AFRTS Host Nation Sensitivity List  
DoD Directive 5120.20.R  
Radio Student Guide, Section 1, Chapter 8  
AFRTS-BC Web Site  
Radio Student Guide, Section 1, Chapter 9  
Radio Student Guide, Section 1, Chapter 9-10  
Radio Student Guide, Section 2, Chapter 5-7 & 9

**TPFN:** DINFOS BPAS-B 004-011-

**UNIT TITLE: Produce Music Show (Demos)**

**TASKS:**

001	Identify principles of programming
002	Operate a radio console, cue CDs and read copy
003	Select music from music scheduling software
004	Employ ad-libbing techniques (enabling)
005	Maintain radio logs
006	Produce a radio show

**TRAINING OBJECTIVE:** Student knowledge and exposure to music show programming and production is expanded to wider range of procedures and techniques. Instructors further demonstrate this wider range, and the student is guided in a task-step walk-thru. Student measurement is not taken in this unit.

**INSTRUCTIONAL TYPE AND (HOURS):** L (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

DINFOS Radio Broadcasting Skills Student Guide  
Radio Student Guide, Section 1, Chapter 9-10  
Instructor handouts

**TPFN:** DINFOS BPAS-B 004-012-

**UNIT TITLE: Produce Music Show (Preparation)**

**TASKS:**

001	Operate a radio console, cue CDs and read copy
002	Select music from music scheduling software
003	Employ ad-libbing techniques (enabling)
004	Maintain radio logs
005	Produce a radio show
006	Unit examination and critique (music)

**TRAINING OBJECTIVE:** With benefit of a previous assignment the student has laid out and prepared a practice music show. Each student practices this music show performance with instructor overview and critique.

**INSTRUCTIONAL TYPE AND (HOURS):** L (6), EW (2)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

DoD Directive 5120.R

DINFOS Radio Broadcasting Skills Student Guide

DINFOS Broadcast Writing Style Guide

**TPFN:** DINFOS BPAS-B 004-013-

**UNIT TITLE: Produce Music Show (“Sim” PE 1)**

**TASKS:**

001	Operate a radio console, cue CDs and read copy
002	Select music from music scheduling software
003	Write and produce a radio spot
004	Employ ad-libbing techniques (enabling)
005	Maintain radio logs
006	Produce a radio show

**TRAINING OBJECTIVE:** The student is charged to plan, produce and perform a music show. This simulation is critiqued to the standard of performance expected in future presentations.

**INSTRUCTIONAL TYPE AND (HOURS):** PE (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

DINFOS Broadcast Writing Style Guide

DINFOS Radio Broadcasting Skills Student Guide

**TPFN:** DINFOS BPAS-B 004-014-

**UNIT TITLE:** Produce Music Show (“Sim” PE 2)

<b>TASKS:</b>	001	Operate a radio console, cue CDs and read copy
	002	Select music from music scheduling software
	003	Write and produce a radio spot
	004	Employ ad-libbing techniques (enabling)
	005	Maintain radio logs
	006	Produce a radio show

**TRAINING OBJECTIVE:** This is second opportunity for the student of practice a “combat speed” presentation without a formal grade. This is a confidence building exercise designed for the student to sharpen new skills. This simulation is also individually critiqued to the standard of performance expected in future presentations.

**INSTRUCTIONAL TYPE AND (HOURS):** PE (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

DINFOS Broadcast Writing Style Guide

DINFOS Radio Broadcasting Skills Student Guide



**TPFN:** DINFOS BPAS-B 004-015-

**UNIT TITLE: Produce Music Show (Graded Exercise 1)**

<b>TASKS:</b>	001	Operate a radio console, cue CDs and read copy
	002	Select music from music scheduling software
	003	Write and produce a radio spot
	004	Employ ad-libbing techniques (enabling)
	005	Maintain radio logs
	006	Produce a radio show

**TRAINING OBJECTIVE:** The student is charged to plan, produce and perform a music show. This is the performance graded and critiqued to the standard of performance checklist in accordance with the instructional references, demonstrated criteria, and several practice sessions. The student must properly achieve at least 70 percent of the presentation requirements.

**INSTRUCTIONAL TYPE AND (HOURS):** PE (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

DINFOS Broadcast Writing Style Guide

DINFOS Radio Broadcasting Skills Student Guide

**TPFN:** DINFOS BPAS-B 004-016-

**UNIT TITLE: Produce Music Show (Graded Exercise 2)**

**TASKS:**

001	Operate a radio console, cue CDs and read copy
002	Select music from music scheduling software
003	Write and produce a radio spot
004	Employ ad-libbing techniques (enabling)
005	Maintain radio logs
006	Produce a radio show

**TRAINING OBJECTIVE:** The student is charged to plan, produce and perform a music show. This is the performance graded and critiqued to the standard of performance checklist in accordance with the instructional references, demonstrated criteria, and several practice sessions. The student must properly achieve at least 70 percent of the presentation requirements.

**INSTRUCTIONAL TYPE AND (HOURS):** PE (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

DINFOS Broadcast Writing Style Guide

DINFOS Radio Broadcasting Skills Student Guide

**TPFN:** DINFOS BPAS-B 004-017-

**UNIT TITLE: Produce Music Show (Graded Exercise 3)**

**TASKS:**

001	Operate a radio console, cue CDs and read copy
002	Select music from music scheduling software
003	Write and produce a radio spot
004	Employ ad-libbing techniques (enabling)
005	Maintain radio logs
006	Produce a radio show

**TRAINING OBJECTIVE:** The student is charged to plan, produce and perform a music show. This is the performance graded and critiqued to the standard of performance checklist in accordance with the instructional references, demonstrated criteria, and several practice sessions. The student must properly achieve at least 80 percent of the presentation requirements. As the student builds experience and confidence the minimum standard has increased.

**INSTRUCTIONAL TYPE AND (HOURS):** PE (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1: 4

**SAFETY FACTORS:** Routine

**REFERENCES:**

DINFOS Broadcast Writing Style Guide

DINFOS Radio Broadcasting Skills Student Guide

**TPFN:** DINFOS BPAS-B 004-018-

**UNIT TITLE: Produce Music Show (Graded Exercise 4)**

**TASKS:**

001	Operate a radio console, cue CDs and read copy
002	Select music from music scheduling software
003	Write and produce a radio spot
004	Employ ad-libbing techniques (enabling)
005	Maintain radio logs
006	Produce a radio show

**TRAINING OBJECTIVE:** The student is charged to plan, produce and perform a music show. This is the performance graded and critiqued to the standard of performance checklist in accordance with the instructional references, demonstrated criteria, and several practice sessions. The student must properly achieve at least 80 percent of the presentation requirements. As the student builds experience and confidence the minimum standard has increased.

**INSTRUCTIONAL TYPE AND (HOURS):** PE (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1: 4

**SAFETY FACTORS:** Routine

**REFERENCES:**

DINFOS Broadcast Writing Style Guide

DINFOS Radio Broadcasting Skills Student Guide

**TPFN:** DINFOS BPAS-B 004-019-

**UNIT TITLE: Broadcast Contingency Operations**

**TASKS:**

001	Identify pre-deployment requirements
002	Set-up DTS
003	Operate AFRTS contingency equipment

**TRAINING OBJECTIVE:** This unit of instruction, taught on-site, prepares the students for the field radio broadcasting environment and contingency operations. Students identify pre-deployment requirements such as training, medical, legal, and logistic concerns. Students discuss the AFRTS flexible response options, and the importance of satellite news in support of contingency operations. Students also discuss the various security considerations to include safety precautions, as well as preventive maintenance in a field environment and its importance in protecting the high dollar equipment used during deployment. Students must participate in this unit of instruction to a level that satisfies the instructor.

**INSTRUCTIONAL TYPE AND (HOURS):** PE (6.5)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1: 4

**SAFETY FACTORS:** Routine

**REFERENCES:**

Management and Operation of Armed Forces Radio and Television Service  
DoD 5120.20R

AFRTS Satellite handbook

## **FUNCTIONAL AREA 5**

### **TELEVISION JOURNALISM AND PRODUCTION**

**TPFN:** DINFOS BPAS-B 005-

<b>UNITS:</b>	001	Introduction to Television and Electronic News Gathering (ENG)
	002	Fundamentals of Electric Journalism (EJ)
	003	Concepts of Shot Selection and Visualization
	004	Fundamentals of EJ Practice
	005	Writing for Television News
	006	Principles of Lighting and Sound
	007	Introduction to Editing for EJ
	008	Fundamentals of Non-Linear Editing
	009	Produce 60 Second ENG Story (PE 1-no grade)
	010	Produce 60 Second ENG Story (PE2 –no grade)
	011	Produce 60 Second ENG Story (PE3-graded)
	012	Produce 60 Second ENG Story (PE4-graded)
	013	Introduction to Electronic Field Production (EFP)
	014	Produce 90 Second ENG Story (PE 5 graded)
	015	Produce 90 Second ENG Story (PE 6 graded)
	016	Produce 30 Second Spot (PE 7 graded)
	017	Produce 30 Second Spot (PE 8 graded)
	018	Live News Studio Production for Television
	019	Live News Studio Production for Television (PE –no grade)
	020	Student Measurement

**TERMINAL TRAINING OBJECTIVE:** *The student has practiced and is prepared to perform as a television broadcaster. The student has performed the art of electronic journalism using- state- of- the- art video recording and editing equipment and procedures to produce news, feature, and command information reports for television broadcast. Additionally, the student has learned, planned and practiced the functions and delivery of television news programs and studio production (supervised).*

**OVERVIEW OF INSTRUCTION:** Students begin this television skills area by learning and practicing the craft of electronic news gathering. Drawing on the various skills in public affairs previously

**TOTAL HOURS:** 146

**TPFN:** DINFOS BPAS-B 005-001-

**UNIT TITLE:** Introduction to Television and Electronic News Gathering (ENG)

**TASKS:**

001	Discuss television fundamentals and process (Intro)
002	Receive and inventory ENG equipment and cell (Issue)
003	Conduct equipment serviceability, maintenance, and inventory (turn-in)

**TRAINING OBJECTIVE:** Students receive an overview of electronic news gathering (ENG) and television production. Students participate in a thorough discussion of television block with emphasis on student expectations, objectives and the student performance requirements for this final area of broadcasting. The purpose, process and products that the apprentice will produce in the field and fleet are fully referenced. This explanation justifies the overwhelming emphasis that is placed on “ENG” with only an orientation to studio operations. The student practices and performs accountability and care for all television equipment to be used.

**INSTRUCTIONAL TYPE AND (HOURS):** L (6)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:** None

**TPFN:** DINFOS BPAS-B 005-002-

**UNIT TITLE: Fundamentals of Electronic Journalism (EJ)**

- TASKS:**
- 001 Identify camera types, parts and operation
  - 002 Perform camera set-up, white balance, automatic and manual iris an zoom, rack and zoom focus, macro use, depth of field control, and lens cleaning
  - 003 Set up and operate a tripod (and camera) (Demo)
  - 004 Set up and operate a tripod (and camera) (Practice)

**TRAINING OBJECTIVE:** The student learns the anatomy and uses television equipment that is used in electronic news gathering (ENG). The student is presented demonstrations, task-step instructions and practices all aspects of prepared to shoot video from a tripod.

**INSTRUCTIONAL TYPE AND (HOURS):** L (4)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup> ed., New York, NY: Addison Wesley Longman, Inc. 2000, chapter 5;  
Zettle, Herbert, Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chapters 3-6



**TPFN:** DINFOS BPAS-B 005-003-

**UNIT TITLE: Concepts of Shot Selection and Visualization**

- TASKS:**
- 001 Discuss effects of lighting, shot selection and sequencing (Lecture)
  - 002 Discuss effects of lighting, shot selection and sequencing (demo)
  - 003 Shoot a long shot, medium shot, close-up, extreme close-up, cut aways and cutins.
  - 004 Unit examination and critique (Quiz 1)

**TRAINING OBJECTIVE:** Students are provided with reviews of several video clips for novice and apprentice assessments. Discussions are focused on building individual style and ability with generally acceptable industry standards. At this point, shot distance and effect is discussed, assessed and critiqued in terms of usefulness to the storytelling intent. Student must correctly answer 80 percent of questions on a reinforcing quiz. The critique is also afforded extra time for discussion and reflection of the principles to be performed.

**INSTRUCTIONAL TYPE AND (HOURS):** L (4), EW (1)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup> ed., New York, NY: Addison Wesley Longman, Inc. 2000, chapter 5;  
Zettle, Herbert, Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chapters 3-6

**TPFN:** DINFOS BPAS-B 005-004-

**UNIT TITLE: Fundamentals of EJ Practice**

- TASKS:**
- 001 Perform camera set-up, white balance, automatic and manual iris and zoom, rack and zoom focus, macro use, dept of field control, lens cleaning.
  - 002 Set up and operate a tripod (and camera)
  - 003 Set up and operate a tripod (and camera)

**TRAINING OBJECTIVE:** The student performs the above tasks. Achievement is graded and critiqued in accordance with a performance checklist. All critical steps must be successfully performed in order for the student to progress to the next unit of instruction.

**INSTRUCTIONAL TYPE AND (HOURS):** L (3)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup> ed., New York, NY: Addison Wesley Longman, Inc. 2000, chapter 5;  
Zettle, Herbert, Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chapters 3-6

**TPFN:** DINFOS BPAS-B 005-005-

**UNIT TITLE: Writing for Television News**

<b>TASKS:</b>	001	Identify and discuss the concept of storytelling to include writing to video and natural sound
	002	Identify how adding visual elements can enhance a script
	003	Identify and discuss the concept of storytelling to include writing to video and natural sound (news judgment)
	004	Compose, shoot and edit soundbites (intro)
	005	Write news script for television
	006	Unit examination and critique (Quiz 2)

**TRAINING OBJECTIVE:** The student is provided with reviews of several video clips for novice and apprentice assessments. Discussions are focused on concrete principles and latitude of building individual style and ability within generally acceptable industry standards. Students prepare to compose, write, shoot and edit video sequences with soundbites and practices techniques with the news script assignment. These products are discussed, assessed and critiqued in terms of usefulness of the storytelling intent. Student must correctly answer 80 percent of questions on a reinforcing quiz. The critique is also afforded extra time for discussion and reflection of the principles to be performed.

**INSTRUCTIONAL TYPE AND (HOURS):** L (7), EW (1)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup> ed., New York, NY: Addison Wesley Longman, Inc., 2000, chap. 3-4;  
Zettl, Herbert, Publishing Company, 2000, chap 7, 13;  
Schultz, Paul, Rhodes, David,  
DINFOS Television Skills Student Guide, vol. 3, pps. 32-36, 52-85,  
DINFOS Broadcast Writing Style Guide,  
Television News, Fang,  
Television and Radio Writing, Field, Broadcast Copywriting, Orlik

**TPFN:** DINFOS BPAS-B 005-006-

**UNIT TITLE: Principles of Lighting and Sound**

<b>TASKS:</b>	001	Explain basic lighting fundamentals
	002	Set up and use of EJ Lighting equipment
	003	Identify and discuss the types, pickup patterns and proper use of audio microphones .
	004	Compose, shoot and edit soundbites (Demo)
	005	Shoot a long shot, medium shot, close-up, cut-aways and cut-ins
	006	Use composition techniques to demonstrate field of view, screen depth and direction, look/lead room, etc.
	007	Unit examination and critique (Quiz 3)

**TRAINING OBJECTIVE:** This unit introduces students to the fundamentals lighting and sound in television production. Training is conducted with scenarios requiring students to recognize TV station/newsroom roles and organizational structure. Areas covered include cameras, lighting systems, and use of microphones. These techniques are reinforced shooting exercises that emphasize “what the camera sees” via various shot selection protocols to identify and plan uses of spot production, differentiating between electronic news gathering and electronic field production. Students restate the major steps of the spot production process: identify objective and target audience, draft script and storyboard, pre-production planning/site survey, shooting, and editing. Students will complete and critique a written examination and must attain an overall minimum score of 80 percent in order to pass this section. Performance requirements are reinforced and graded in follow-on units.

**INSTRUCTIONAL TYPE AND (HOURS):** L (7), EW (1)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup>., ed, New York, NY: Addison Wesley Longman, Inc., 2000, chap. 2, 6, 7, 9;  
Zettl, Herbert Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chaps. 7-8

**TPFN:** DINFOS BPAS-B 005-007-

**UNIT TITLE:** Introduction to Editing for EJ

**TASKS:**

001	Identify and discuss basic editing concepts
002	Operate analog (linear) editing system (Demo)
003	Operate analog (linear) editing system (Practice)

**TRAINING OBJECTIVE:** Student receives instruction, demonstration, task-step instruction and performs video editing exercises. Skills are further practiced, graded and critiqued in follow-on units.

**INSTRUCTIONAL TYPE AND (HOURS):** L (7),

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup>, ed., New York, NY: Addison Wesley Longman, Inc., 2000, chap. 3;  
Zettl, Herbert Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chaps. 13

**TPFN:** DINFOS BPAS-B 005-008-

**UNIT TITLE: Fundamentals of Non-Linear Editing (NLE)**

- TASKS:**
- 001 Identify fundamentals of non-linear editing
  - 002 Adjust time base corrector (TBC), waveform and vectorscope in the editing process
  - 003 Operate a digital (non-linear) editing system (basic editing PE)
  - 004 Operate a digital (non-linear) editing system (Re-edit PE)
  - 005 Unit examination and critique (Quiz 4)

**TRAINING OBJECTIVE:** Student receives instruction, demonstration, task-step instruction and performs video editing exercises. Skills are further practiced, graded and critiqued in follow-on units. Student must correctly answer as least 80 percent of answers on this unit exam.

**INSTRUCTIONAL TYPE AND (HOURS):** L (15), EW (1)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4, 1:8

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup>, ed., New York, NY: Addison Wesley Longman, Inc., 2000, chap. 3-4;  
Zettl, Herbert Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chap. 13:  
Schultz, Paul, Rhodes, David,  
DINFOS Television Skills Student Guide, vol. 3, pps. 55-85

**TPFN:** DINFOS BPAS-B 005-009-

**UNIT TITLE:** Produce 60 Second ENG Story (PE-1 –no grade)

**TASKS:**

001	Write, shoot, narrate and edit voice-overs, voice-over sound on tape and news packages with and without standuppers
002	Shoot, log and write news story
003	Operate non-linear editing system
004	Performance critique

**TRAINING OBJECTIVE:** Students learn, prepare, talent, shoot and edit ENG stories in accordance with provided scenarios. Fully performed practice is not graded, but critiques emulate performance grading via task-step checklists to be used throughout this functional area.

**INSTRUCTIONAL TYPE AND (HOURS):** PE (7)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup>, ed., New York, NY: Addison Wesley Longman, Inc., 2000, chap. 3-7, 9;  
Zettl, Herbert Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chap. 6-10, 14, 20; Schultz, Paul, Rhodes, David,  
DINFOS Television Skills Student Guide, vol. 3, pps. 55

**TPFN:** DINFOS BPAS-B 005-010-

**UNIT TITLE:** Produce 60 Second ENG Story (PE-2 –no grade)

**TASKS:**

001	Log and write news story
002	Shoot 60 second news story
003	Edit news story
004	Performance critique

**TRAINING OBJECTIVE:** Students learn, prepare, talent, shoot and edit ENG stories in accordance with provided scenarios. Fully performed practice is not graded, but critiques emulate performance grading via task-step checklists to be used throughout this functional area. With each successive practice and performance, depth of knowledge and skills are enhanced.

**INSTRUCTIONAL TYPE AND (HOURS):** PE (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup>., ed., New York, NY: Addison Wesley Longman, Inc., 2000, chap. 3-7, 9;  
Zettl, Herbert Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chap. 6-10, 14, 20; Schultz, Paul, Rhodes, David,  
DINFOS Television Skills Student Guide, vol. 3, pps. 55



**TPFN:** DINFOS BPAS-B 005-011-

**UNIT TITLE:** Produce 60 Second ENG Story (PE-3 graded)

**TASKS:**

001	Log and write news story
002	Shoot 60 second news story
003	Edit news story
004	Performance critique

**TRAINING OBJECTIVE:** Students learn, prepare, talent, shoot and edit ENG stories in accordance with provided scenarios. Full performance is graded with critiques emulating performance requires at the apprentice level in fleet and field television production requirements. With each successive performance exercise, depth of knowledge and skills are enhanced.

**INSTRUCTIONAL TYPE AND (HOURS):** EP (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:** Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup>., ed., New York, NY: Addison Wesley Longman, Inc., 2000, chap. 3-7, 9;  
Zettl, Herbert Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chap. 6-10, 14, 20; Schultz, Paul, Rhodes, David,  
DINFOS Television Skills Student Guide, vol. 3, pps. 55

**TPFN:** DINFOS BPAS-B 005-012-

**UNIT TITLE:** Produce 60 Second ENG Story (PE-4 –graded)

**TASKS:**

001	Log and write news story
002	Shoot 60 second news story
003	Edit news story
004	Performance critique

**TRAINING OBJECTIVE:** Students learn, prepare, talent, shoot and edit ENG stories in accordance with provided scenarios. Full performance is graded with critiques emulating performance requires at the apprentice level in fleet and field television production requirements. With each successive performance exercise, depth of knowledge and skills are enhanced.

**INSTRUCTIONAL TYPE AND (HOURS):** EP (7)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup>, ed., New York, NY: Addison Wesley Longman, Inc., 2000, chap. 3-7, 9;  
Zettl, Herbert Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chap. 6-10, 14, 20: Schultz, Paul, Rhodes, David,  
DINFOS Television Skills Student Guide, vol. 3, pps. 55

**TPFN:** DINFOS BPAS-B 005-013-

**UNIT TITLE: Introduction to Electronic Field Production (EFP)**

- TASKS:**
- 001 Identify elements of EFP
  - 002 Identify television spot formats
  - 003 Operate a digital editing system (titles and effects)
  - 004 Identify performance elements, cosmetic and appearance factors for on-air production (reporter stand-up)
  - 005 Examination and critique

**TRAINING OBJECTIVE:** ENG production skills are transitioned to “EFP” assignment functions and requirements. Students must correctly answer 80 percent of questions on this exam.

**INSTRUCTIONAL TYPE AND (HOURS):** L (7), EW (1)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup>., ed., New York, NY: Addison Wesley Longman, Inc., 2000, chap. 3-7, 9;  
Zettl, Herbert Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chap. 6-10, 14, 20; Schultz, Paul, Rhodes, David  
DINFOS Television Skills Student Guide, vol 3  
DINFOS Broadcast Writing Style Guide  
Television News, Fang  
Television and Radio Writing, Field  
Broadcast Copywriting, Orlik

**TPFN:** DINFOS BPAS-B 005-014-

**UNIT TITLE: Produce 60 Second ENG Story (PE-5 – graded)**

**TASKS:**

001	Log and write news story
002	Shoot 90 second news story
003	Edit news story
004	Critique practical exercise

**TRAINING OBJECTIVE:** Students learn, prepare, talent, shoot and edit ENG stories in accordance with provided scenarios. Full performance is graded with critiques emulating performance requires at the apprentice level in fleet and field television production requirements. With each successive performance exercise, depth of knowledge and skills are enhanced.

**INSTRUCTIONAL TYPE AND (HOURS):** EP (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup>, ed., New York, NY: Addison Wesley Longman, Inc., 2000, chap. 3-7, 9;  
Zettl, Herbert Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chap. 6-10, 14, 20; Schultz, Paul, Rhodes, David  
DINFOS Television Skills Student Guide, vol 3  
DINFOS Broadcast Writing Style Guide  
Television News, Fang  
Television and Radio Writing, Field  
Broadcast Copywriting, Orlik

**TPFN:** DINFOS BPAS-B 005-015-

**UNIT TITLE:** Produce 60 Second ENG Story (PE-6 – graded)

**TASKS:**

001	Log and write news story
002	Shoot 90 second news story
003	Edit news story
004	Critique practical exercise

**TRAINING OBJECTIVE:** Students learn, prepare, talent, shoot and edit ENG stories in accordance with provided scenarios. Full performance is graded with critiques emulating performance requires at the apprentice level in fleet and field television production requirements with use of performance checklists. With each successive performance exercise, depth of knowledge and skills are enhanced.

**INSTRUCTIONAL TYPE AND (HOURS):** EP (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup>., ed., New York, NY: Addison Wesley Longman, Inc., 2000, chap. 3-7, 9;  
Zettl, Herbert Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chap. 6-10, 14, 20: Schultz, Paul, Rhodes, David  
DINFOS Television Skills Student Guide, vol 3  
DINFOS Broadcast Writing Style Guide  
Television News, Fang  
Television and Radio Writing, Field  
Broadcast Copywriting, Orlik

**TPFN:** DINFOS BPAS-B 005-016-

**UNIT TITLE: Produce 30 Second Spot (PE-7 graded)**

**TASKS:**       001    Write, storyboard, shoot, narrate and edit spots  
              002    Critique practical exercise

**TRAINING OBJECTIVE:** Students learn, prepare, talent, shoot and edit ENG stories in accordance with provided scenarios. Full performance is graded with critiques emulating performance requires at the apprentice level in fleet and field television production requirements. With each successive performance exercise, depth of knowledge and skills are enhanced.

**INSTRUCTIONAL TYPE AND (HOURS):** EP (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup>., ed., New York, NY: Addison Wesley Longman, Inc., 2000, chap. 3-7, 9;  
Zettl, Herbert Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chap. 6-10, 14, 20; Schultz, Paul, Rhodes, David  
DINFOS Television Skills Student Guide, vol 3  
DINFOS Broadcast Writing Style Guide  
Television News, Fang  
Television and Radio Writing, Field  
Broadcast Copywriting, Orlik

**TPFN:** DINFOS BPAS-B 005-017-

**UNIT TITLE: Produce 30 Second Spot (PE-8 graded)**

**TASKS:**       001     Write, storyboard, shoot, narrate and edit spots  
                  002     Critique practical exercise

**TRAINING OBJECTIVE:** Students learn, prepare, talent, shoot and edit ENG stories in accordance with provided scenarios. Full performance is graded with critiques emulating performance requires at the apprentice level in fleet and field television production requirements. With each successive performance exercise, depth of knowledge and skills are enhanced.

**INSTRUCTIONAL TYPE AND (HOURS):** EP (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup>, ed., New York, NY: Addison Wesley Longman, Inc., 2000, chap. 3-7, 9;  
Zetl, Herbert Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chap. 6-10, 14, 20; Schultz, Paul, Rhodes, David  
DINFOS Television Skills Student Guide, vol 3, pps 58-85

**TPFN:** DINFOS BPAS-B 005-018-

**UNIT TITLE: Live News Studio Production for Television**

- TASKS:**
- 001 Identify basic operation of the Airplay System
  - 002 Identify and discuss the role and responsibilities of production team members (demo and fundamentals)
  - 003 Identify and discuss the use and purpose of television studio equipment
  - 004 Identify concepts of studio lighting
  - 005 Identify camera-blocking techniques

**TRAINING OBJECTIVE:** Using principles learned in other units, students participate in a practical exercise enabling them to perform selected TV studio roles individually and as part of a television newscast team. This exercise is evaluated and critiqued according to the standards found in the DINFOS Broadcast Writing Style Guide and Basic Broadcaster Student Handbook. No grade is assessed for this learning exercise.

**INSTRUCTIONAL TYPE AND (HOURS):** L (6)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup>., ed., New York, NY: Addison Wesley Longman, Inc., 2000, chap. 3-7, 9;  
Zettl, Herbert Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chap. 6-10, 14, 20; Schultz, Paul, Rhodes, David  
DINFOS Television Skills Student Guide, vol 3, pps 58-85



**TPFN:** DINFOS BPAS-B 005-019-

**UNIT TITLE:** Live News Studio Production for Television (PE- no grade)

**TASKS:**

001	Identify and discuss the role and responsibilities of production team members
002	Identify and discuss the use and purpose of television studio equipment
004	Identify concepts of studio lighting
005	Identify camera-blocking techniques

**TRAINING OBJECTIVE:** Using principles learned in other units, students participate in a practical exercise enabling them to perform selected TV studio roles individually and as part of a television newscast team. This exercise is evaluated and critiqued according to the standards found in the DINFOS Broadcast Writing Style Guide and Basic Broadcaster Student Handbook. No grade is assessed for this training exercise.

**INSTRUCTIONAL TYPE AND (HOURS):** PE (8)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:12

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup>., ed., New York, NY: Addison Wesley Longman, Inc., 2000, chap. 14;  
Zettl, Herbert Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chap. 1, 3, 5-7, 11, 16, 18-19

**TPFN:** DINFOS BPAS-B 005-020-

**UNIT TITLE:** Student Measurement

**TASKS:** 001 Functional Area examination and critique

**TRAINING OBJECTIVE:** Student completes a comprehensive examination of the concepts and principles learned throughout the television production functional area. Student must correctly answer minimum of 80 of all questions to complete this requirement.

**INSTRUCTIONAL TYPE AND (HOURS):** EW (2)

**PREREQUISITE TPFN:** All previous

**INSTRUCTOR/STUDENT RATIO:** 1:12

**SAFETY FACTORS:** Routine

**REFERENCES:**

Shook, Frederick, Television Field Production and Reporting, 3<sup>rd</sup>., ed., New York, NY: Addison Wesley Longman, Inc., 2000, chap. 14;

Zettl, Herbert Television Production Handbook, 7<sup>th</sup> ed., Belmont, CA: Wadsworth Publishing Company, 2000, chap. 1, 3, 5-7, 11, 16, 18-19

**FUNCTIONAL AREA 6**  
**COURSE ADMINISTRATION**

**TPFN:** DINFOS BPAS-B 006-001-

**UNIT TITLE:** Course Opening

**TASKS:**

001	Academic records in processing
002	Commandant and Sergeant Major's welcoming remarks
003	Receive course orientation

**SUMMARY OF INSTRUCTION:** Students will in-process through the Academic Records Branch. They will receive welcoming remarks from the DINFOS Commandant and Sergeant Major. The course supervisor and instructors will then welcome the students to this program and introduce the course requirements, to include the number of exercises and exams to be completed; the methods by which they will be graded; classroom and homework assignments; expectations and responsibilities; and the importance of safety and security.

**INSTRUCTIONAL TYPE AND HOURS:** AD (4)

**PREREQUISITE TPFN:** None

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:**

DINFOS POPMAN, Chapter 5, Section A, Training Management

DINFOS POPMAN, Chapter 8, Reserve Advisor

DINFOS POPMAN, Chapter 9, International Military Student Administration

**TPFN:** DINFOS BPAS-B 006-002-

**UNIT TITLE:** Student Feedback (KMR)

**TASKS:**

001	BWAS mid-course critique
002	Radio mid-course critique
003	Television and end-of-course critique

**SUMMARY OF INSTRUCTION:** Students receive and complete course evaluation questionnaires, and supporting remarks and comments on course content and execution are solicited.

**INSTRUCTIONAL TYPE AND HOURS:** AD (3)

**PREREQUISITE TPFN:** As appropriate and scheduled at the end of the corresponding functional area.

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Routine

**REFERENCES:** None

**TPFN:** DINFOS BPAS-B 006-003-

**UNIT TITLE:** Course Closing

**TASKS:**

001	Graduation preparation
002	Graduation
003	Out Processing

**SUMMARY OF INSTRUCTION:** Students will in-process through the Academic Records Branch. They will receive welcoming remarks from the DINFOS Commandant and Sergeant Major. The course supervisor and instructors will then welcome the students to this program and introduce the course requirements, to include the number of exercises and exams to be completed; the methods by which they will be graded; classroom and homework assignments; expectations and responsibilities; and the importance of safety and security.

**INSTRUCTIONAL TYPE AND HOURS:** AD (5)

**PREREQUISITE TPFN:** None

**INSTRUCTOR/STUDENT RATIO:** 1:4

**SAFETY FACTORS:** Routine

**REFERENCES:**

DINFOS POPMAN, Chapter 5, Section A, Training Management

DINFOS POPMAN, Chapter 8, Reserve Advisor

DINFOS POPMAN, Chapter 9, International Military Student Administration